

## 1099 Payment Correction Instructions

The following instructions are provided to allow the user to change invoices for the purpose of correcting a 1099-Miscellaneous. After all corrections are made, the last step is to have the 1099 changes incorporated and reprint or delete the vendor's 1099 by notifying the Office of Accounting as directed.

**FBL1N displays all vendor invoices for a given vendor.**

**Vendor Line Item Display**

Program Edit Goto System Help

**Vendor selection**

Vendor account 100006460 to  
Company code to

**Selection using search help**

Search help ID  
Search string  
Complex search help

**Line item selection**

**Status**

☐ Open items  
Open at key date 02/14/2002

☒ Cleared items  
Clearing date 070101 to 123101  
Open at key date

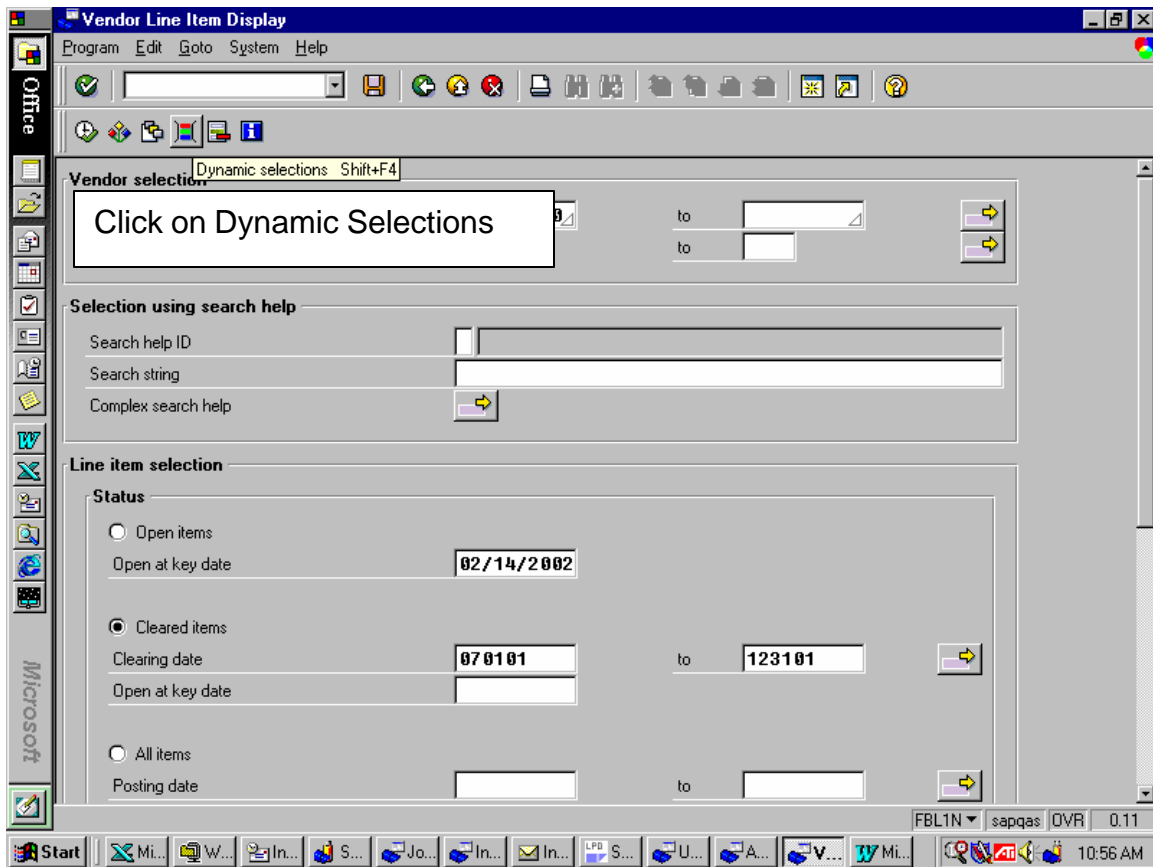
☐ All items  
Posting date to

Enter the vendor number or use the drop down box for vendor account to search for a vendor by name or tax identification number.

Enter ARK for the Company Code

FBL1N sapqas OVR 0.11

Start Mi... W... In... S... Jo... In... In... LPD S... U... A... v... W Mi... 10:56 AM



Vendor Line Item Display

Selections Edit Goto System Help

Office

Microsoft

Vendor master

- Industry
- Created on
- Created by
- PBC/POR number
- Group key
- Account group
- Country
- Alternative payee
- Central deletion flag
- City
- P.O. Box
- P.O. Box postal code
- Postal code
- Region
- Search term
- Central posting block
- Central purchasing block
- Tax code 1
- Tax code 2
- One-time account

Adopt selected items Delete selections

Country

City

Postal code

Trading partner

Company code data

Reconciliation acct

Accounting clerk

Document data

Special G/L ind.

Assignment

Document number

Posting date

Document d

Currency

Document ty

Posting key

Business area

Payment method

Funds center

0710

Enter Business Area

FBL1N sapqas OVR 0.44

Start M... W... In... S... J... In... In... S... U... A... V... W... M... 10:58 AM

Vendor Line Item Display

Selections Edit Goto System Help

Save Ctrl+S

Save

Vendor master

- Industry
- Created on
- Created by
- PBC/POR number
- Group key
- Account group
- Country
- Alternative payee
- Central deletion flag
- City
- P.O. Box
- P.O. Box postal code
- Postal code
- Region
- Search term
- Central posting block
- Central purchasing block
- Tax code 1
- Tax code 2
- One-time account

Adopt selected items Delete selections

Country

City

Postal code

Trading partner

Company code data

Reconciliation acct

Accounting clerk

Document data

Special G/L ind.

Assignment

Document number

Posting date

Document date

Currency

Document type

Posting key

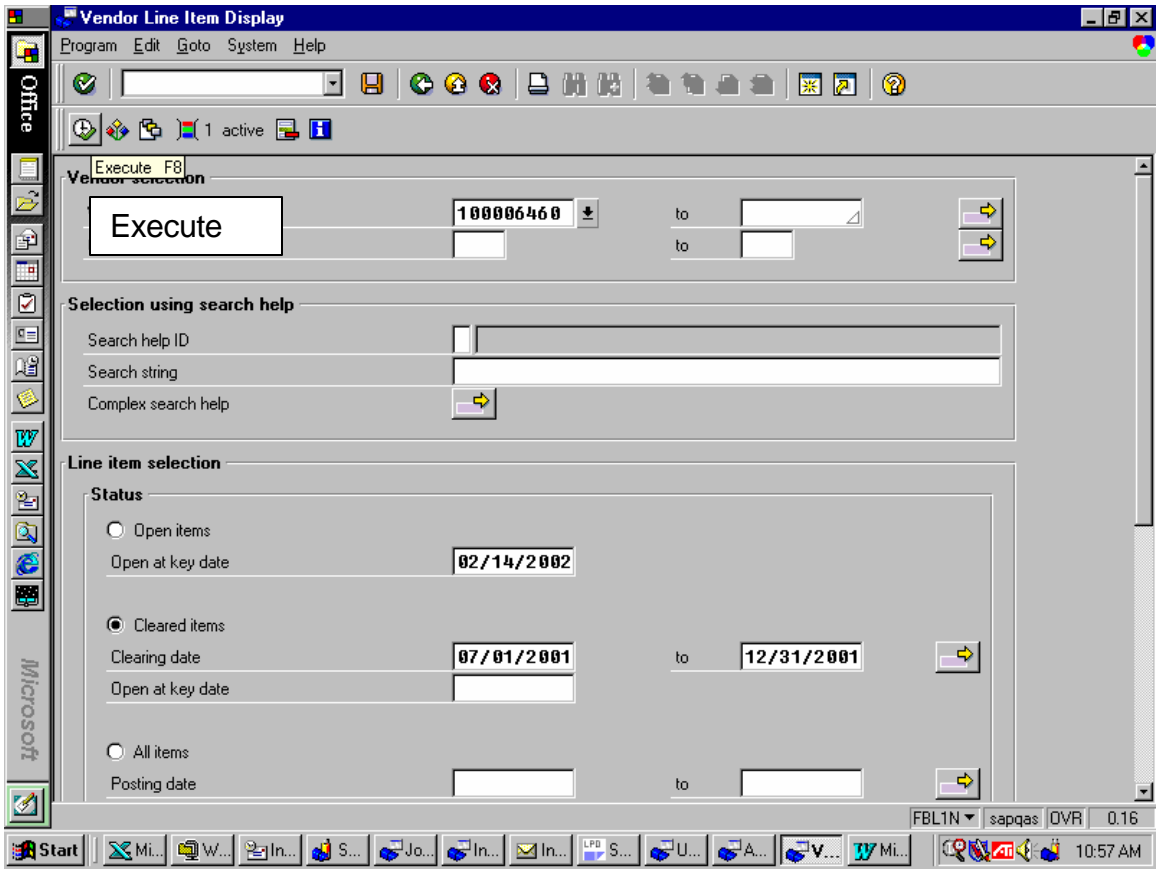
Business area 0710

Payment method

Funds center

FBL1N sapqas OVR 0.44

Start M... W... In... S... J... In... In... S... U... A... v... M... 10:59 AM







Vendor Line Item Display

List Edit Goto Environment Settings System Help

Status: open Parked Cleared  
Due date: Overdue Due Not due

St	Assignment	Doc.no.	Type	Doc. date	S	DD	Amount in local cur.	LCurr	Cl
246							522.00-	USD	70
246							24.00-	USD	70
246	/1099 PAY	1099 Payments					21.60-	USD	70
246	/JUDY	Vendor local currency					30.00-	USD	70
700	1SAP	Standard local currency					597.60	USD	70
247							324.00-	USD	70
247							28.80-	USD	70
700							352.80	USD	70
247							389.10-	USD	70
247							187.20-	USD	70
247							47.52-	USD	70
247							20.00-	USD	70
700							643.82	USD	70
246							1,159.23-	USD	70
247							41.68-	USD	70
247							7.75-	USD	70
700							1,208.66	USD	70
24759299		51001220	RE	07/18/2001			421.08-	USD	70
70002878952002		7000287895	ZP	08/15/2001			421.08	USD	70

Display variant: Choose

Variant	Name
/1099 PAY	1099 Payments
/JUDY	Vendor local currency
1SAP	Standard local currency

Choose /1099 PAY Variant and Click on Copy

Copy

FBL1N sapqas OVR 1.65

Start M... W... In... S... J... In... In... LPD S... V... A... v... W M... 11:07 AM



Vendor Line Item Display

List Edit Goto Environment Settings System Help

Office

Microsoft

Results

Amount in local cur.	BA	Doc. date	Type	G/L acct	With.tax base amount
597.60	0710	08/03/2001	ZP	2110001000	0.00
352.80	0710	08/08/2001	ZP	2110001000	0.00
643.82	0710	08/08/2001	ZP	2110001000	0.00
1,208.66	0710	08/08/2001	ZP	2110001000	0.00
421.08	0710	08/08/2001	ZP	2110001000	0.00
536.87	0710	08/08/2001	ZP	2110001000	0.00
174.00	0710	08/16/2001	ZP	2110001000	0.00
7.77	0710	08/17/2001	ZP	2110001000	0.00
116.64	0710	08/21/2001	ZP	2110001000	0.00
652.80	0710	08/22/2001	ZP	2110001000	0.00
405.85	0710	08/23/2001	ZP	2110001000	0.00
794.59	0710	08/29/2001	ZP	2110001000	0.00
8.58	0710	08/29/2001	ZP	2110001000	0.00
219.11	0710	08/30/2001	ZP	2110001000	0.00
470.49	0710	08/30/2001	ZP	2110001000	0.00
7,013.04	0710	09/06/2001	ZP	2110001000	0.00
594.76	0710	09/10/2001	ZP	2110001000	0.00
59.76	0710	09/11/2001	ZP	2110001000	0.00
1,436.31	0710	09/11/2001	ZP	2110001000	0.00
200.00	0710	11/16/2001	ZP	2110001000	187.57
50.00	0710	11/16/2001	ZP	2110001000	46.90

Choose the first line item and click on it.

Display variant saved

FBL1N sapqas OVR 0.00

Start M... W... In... S... J... In... In... LPD S... V... A... V... M... 11:08 AM

Display Document: Line Item 001

Document Edit Goto Extras Environment System Help

Office

Display -> change Shift+F1

Choose the Pencil tool to change the line item

G/L acc 2110001000

Doc. no. 7000189253

Tax code

W. tax base 0.00 USD W. tax exempt 0.00 W. tax code

Additional details

Bus. area 0710

Disc. amount 0.00 USD

Days/percent

Bline date 08/03/2001

Pmnt block

Invoice ref. / / 0

Pmnt method W Pmnt meth. suppl.

Clearing 08/03/2001 / 7000189253 Payment amnt 597.60 USD

Assignment 70001892532002

Text Long text

FBL1N sapqas OVR 0.94

Start M... W... In... S... J... In... In... S... V... A... D... M... 11:08 AM

Change Document: Line Item 001

Document Edit Goto Extras Environment System Help

Office

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
Company code ARK 2201 BROOKWOOD, SUITE 104  
State of Arkansas LITTLE ROCK Doc. no. 7000189253

Line Item 1 / Outgoing payment / 25

Amount 597.60 USD  
Tax code  
W tax base 500 USD W tax exempt W tax code 07

Additional details

Bus. area  
Bline date 08/03/2001  
Pmnt block Invoice ref. / / 0  
Pmnt method W Pmnt meth. suppl.  
Clearing 08/03/2001 / 7000189253 Payment amnt 597.60 USD  
Assignment 70001892532002  
Text Long text

FBL1N sapqas OVR 0.02

Start M... W... In... S... J... In... In... LPD S... V... A... C... W M... 11:09 AM

Change Document: Line Item 001

Document Edit Goto Extras Environment System Help

Office

Vendor 0001000

Company code

State of Arkansas LITTLE ROCK Doc. no. 7000189253

Line Item 1 / Outgoing payment / 25

Amount 597.60 USD

Tax code

W tax base 500 USD W tax exempt W tax code 07

Additional details

Bus. area 0710

Disc. amount 0.00 USD

Days/percent

Bline date 08/03/2001

Pmnt block

Invoice ref. / / 0

Pmnt method W Pmnt meth. suppl.

Clearing 08/03/2001 / 7000189253 Payment amnt 597.60 USD

Assignment 70001892532002

Text Long text

FBL1N sapqas OVR 0.02

Start M... W... In... S... J... In... In... LPD S... V... A... C... W M... 11:09 AM

Document Edit Goto Extras Environment System Help

SAP

Change Document: Line Item 001 Customizing of local layout Alt+F12

More data + Next item + Previous item

Ve  
Co  
Sta

001000  
211973

Line Item 1 / Outgoing payment / 25

Amount 643.82 USD  
Tax code  
W.tax base USD W.tax exempt W.tax code

Additional details

Bus. area 0710  
Disc. amount 0.00 USD  
Days/percent  
Bline date 08/09/2001  
Pmnt block Invoice ref. / / 0  
Pmnt method W Pmnt meth.su. Payment amnt 643.82 USD  
Clearing 08/09/2001 / 7000211973  
Assignment 70002119732002  
Text Long text

FBL1N sapqas OVR

Start Microsoft ... Inbox - Mi... AASIS Cu... SAP Logo... Change... 10:33 AM

Document Edit Goto Extras Environment System Help

SAP

### Change Document: Line Item 001

More data + Next Item + Previous Item

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
Company code ARK 2201 BROOKWOOD, SUITE 104  
State of Arkansas LITTLE ROCK Doc. no. 7000280185

Line Item 1 / Outgoing payment / 25

Amount 1,208.66 USD  
Tax code  
W.tax base USD W.tax exempt W.tax code

Additional details

Bus. area

Bline date 08/14/2001  
Pmnt block Invoice ref. / / 0  
Pmnt method Pmnt meth.spl.  
Clearing 08/14/2001 / 7000280185 Payment amnt 1,208.66 USD  
Assignment 70002801852002  
Text Long text

FBL1N sapqas OVR

Start Microsoft ... Inbox - Mi... AASIS Cu... SAP Logo... Change... 10:37 AM

This is an example of payment that was not coded as taxable but should have been

Document Edit Goto Extras Environment System Help

SAP

**Change Document: Line Item 001**

More data + Next item + Previous item

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
Company code ARK 2201 BROOKWOOD, SUITE 104  
State of Arkansas  
Line Item 1 / 0  
Amount  
Tax code  
W.tax base 1208.66 USD W.tax exempt W.tax code 07

Additional details

Bus. area 0710 Save  
Disc. amount 0.00 USD  
Days/percent  
Bline date 08/14/2001  
Pmnt block Invoice ref. / / 0  
Pmnt method W Pmnt meth.supl.  
Clearing 08/14/2001 / 7000280185 Payment amnt 1,208.66 USD  
Assignment 70002801852002  
Text Long text

FBL1N sapqas OVR

Start Microsoft ... Inbox - Mi... AASIS Cu... SAP Logo... Change... 10:38 AM

Change Document: Line Item 001

Document Edit Goto Extras Environment System Help

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
Company code ARK 2201 BROOKWOOD, SUITE 104  
State of Arkansas LITTLE ROCK Doc. no. 7000204446

Line Item 1 / Outgoing payment / 25

Amount 352.80 USD  
Tax code  
W tax base 352.80 USD W tax exempt W tax code 01

Addit  
Bus.  
Bline  
Pmn  
Pmn  
Cleaning  
Assignment 70002044462002  
Text

This is an example of a payment that should be charged to Rent – 01  
Key the amount in the W tax base and change to w tax code to 01  
This concerns the taxpayer because FICA is not required to be paid on Rent

Save  
Note: a separate additional 1099 will be created for Rent.

No changes were made FBL1N sapqas OVR 0.00

Start M... W... In... S... J... In... In... LPD S... V... A... C... W M... 11:11 AM



Document Edit Goto Extras Environment System Help

**Display Document: Line Item 001**

More data Withholding tax data

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
 Company code ARK 2201 BROOKWOOD, SUITE 104  
 State of Arkansas LITTLE ROCK Doc. no. 7000501107

Line Item 1 / Outgoing payment / 25  
 Amount 1,000.00 USD  
 Tax code  
 W.tax base 937.86 USD W.tax exempt 0.00 W.tax code 07

Additional details  
 Bus. area  
 Bline date  
 Pmnt block  
 Pmnt method C Pmnt meth.spl.  
 Clearing 11/16/2001 / 7000501107 Payment amnt 1,000.00 USD  
 Assignment 70005011072002  
 Text Long text

FBL1N sapqas OVR

Start Microsoft Wo... Inbox - Micro... AASIS Curre... SAP Logon 4... Display D... 9:50 AM

Here is an example of where the tax code was set to taxable but should have not been taxable.

Document Edit Goto Extras Environment System Help

**Change Document: Line Item 001**

More data + Next item + Previous item Withholding tax data

Vendor 100006460 CORPORATE EXPRESS G/L acc 2110001000  
 Company code ARK 2201 BROOKWOOD, SUITE 104  
 State of Arkansas LITTLE ROCK Doc. no. 7000501107

Line Item 1 / Outgoing payment / 25  
 Amount 1,000.00 USD  
 Tax code  
 W.tax base 937.86 USD W.tax exempt W.tax code 00

Additional details  
 Bus. area 0710  
 Bline date 11/16/2001  
 Pmnt block  
 Pmnt method C Pmnt meth.spl.  
 Clearing 11/16/2001 Payment amnt 1,000.00 USD  
 Assignment 700050110  
 Text Long text

Save

FBL1N sapqas OVR

Start Microsoft Wo... Inbox - Micro... AASIS Curre... SAP Logon 4... Change D... 9:51 AM

Change to tax code to 00  
 The amount can be left alone

SAP

List Edit Goto Environment Settings System Help

Vendor Line Item Display

Save display variant Ctrl+F12

Amount in local cur.	BA	Doc. date	Type	G/L acct	With.tax base amount
597.60	0710	08/03/2001	ZP	2110001000	500.00
352.80	0710	08/08/2001	ZP	2110001000	352.80
643.82	0710	08/09/2001	ZP	2110001000	0.00
1,208.66	0710	08/14/2001	ZP	2110001000	1,208.66
421.08	0710	08/15/2001	ZP	2110001000	0.00
536.87	0710	08/16/2001	ZP	2110001000	0.00
174.00	0710	08/16/2001	ZP	2110001000	0.00
7.77	0710	08/17/2001	ZP	2110001000	0.00
116.64	0710	08/21/2001	ZP	2110001000	0.00
652.80	0710	08/22/2001	ZP	2110001000	0.00
405.85	0710	08/23/2001	ZP	2110001000	0.00
794.59	0710	08/29/2001	ZP	2110001000	0.00
59.76	0710	09/11/2001	ZP	2110001000	0.00
1,436.31	0710	09/11/2001	ZP	2110001000	0.00
200.00	0710	11/16/2001	ZP	2110001000	187.57

This will not reflect your corrections until you refresh the screen

FBL1N sapqas OVR

Start Microsoft ... Inbox - Mi... AASIS Cu... SAP Logo... Vendor ... 10:46 AM

SAP

List Edit Goto Environment Settings System Help

Print Refresh Export Send... Exit

Choose List Choose Refresh

Choose Save

Amount in local cur.	BA	Doc. date	Type	G/L acct	With.tax base amount
597.60	0710	08/03/2001	ZP	2110001000	500.00
352.80	0710	08/08/2001	ZP	2110001000	352.80
643.82	0710	08/09/2001	ZP	2110001000	0.00
1,208.66	0710	08/14/2001	ZP	2110001000	1,208.66
421.08	0710	08/15/2001	ZP	2110001000	0.00
536.87	0710	08/16/2001	ZP	2110001000	0.00
174.00	0710	08/16/2001	ZP	2110001000	0.00
7.77	0710	08/17/2001	ZP	2110001000	0.00
116.64	0710	08/21/2001	ZP	2110001000	0.00
652.80	0710	08/22/2001	ZP	2110001000	0.00
405.85	0710	08/23/2001	ZP	2110001000	0.00
794.59	0710	08/29/2001	ZP	2110001000	0.00
8.58	0710	08/29/2001	ZP	2110001000	0.00
219.11	0710	08/30/2001	ZP	2110001000	0.00
470.49	0710	08/30/2001	ZP	2110001000	0.00
7,013.04	0710	09/06/2001	ZP	2110001000	0.00
594.76	0710	09/10/2001	ZP	2110001000	0.00
59.76	0710	09/11/2001	ZP	2110001000	0.00
1,436.31	0710	09/11/2001	ZP	2110001000	0.00
200.00	0710	11/16/2001	ZP	2110001000	187.57
50.00	0710	11/16/2001	ZP	2110001000	46.90

FBL1N sapqas OVR

Start Microsoft ... Inbox - Mi... AASIS Cu... SAP Logo... Vendor ... 10:48 AM

